



White Pine Cannabis Cultivation and/or Cannabis Production License Application:
FAQ / Q & A

Pursuant to Nevada Cannabis Compliance Regulation (NCCR) 5.037, questions on the application and/or application submittal process must only be submitted in writing to an email designated explicitly for that purpose in the written application instructions. All such emails will be posted publicly on the Board’s website. Emails may be combined and/or re-worded for clarity purposes

Regarding such emails, the Board cannot guarantee a response within any particular time frame and/or prior to the application submittal deadline.

Please submit your questions about the White Pine Cannabis Establishment License application and/or application submittal process to:

CCBLicenseApp@ccb.nv.gov.

Table with 3 columns: Date, Question, Response. Contains 7 rows of Q&A entries regarding cannabis license applications.



# Nevada Cannabis Compliance Board

ccb.nv.gov

6/10/2024	“What is the process beyond an applicant being awarded a prospective license - what other things need to be achieved including inspections and sign offs before they can actually go into operation?”	After an applicant is issued a prospective license during the initial application period, they undergo a suitability review by CCB’s investigations team. They will then appear before the Board to be evaluated for suitability. If found suitable, they will receive a conditional license. During this conditional license period, the conditional license holder must collaborate with the local government to meet all local jurisdiction requirements, such as business licensing and Special Use Permits (SUPs). Once these requirements are met, the license holder returns to the State and requests an inspection, indicating that all local jurisdiction requirements have been fulfilled. Our team will then work with the license holder to inspect the facility, addressing any deficiencies identified by our auditors and inspectors, to achieve operational status.
6/24/2024	“How will applicants be selected for an establishment license?”	<p>According to <a href="#">NCCR 5.037(7)</a>, at the close of the initial application period, the Board and its agents will review and rank each application using a scoring guide based on the Criteria of Merit specified in <a href="#">NRS 678B.240</a> and <a href="#">NCCR 5.039</a>. The highest-ranking applicant will undergo a suitability investigation. If the Board approves this applicant’s suitability, they will be issued the cannabis establishment license they applied for. If the Board does not approve their suitability, the applicant will be denied the license, and the Board will evaluate the next highest-scoring applicant. This process will continue until a cannabis license is issued.</p> <p>In the event of a tie score, per <a href="#">NCCR 5.037(8)</a>, applicants with the highest rank shall be entered into a random number generator. If an applicant is selected in the random number generator, that applicant will proceed to suitability investigation and issued a cannabis establishment license on approval by the Board. If that applicant is not deemed suitable, another applicant shall be selected for suitability evaluation via the random number generator when two or more applicants have tied for the highest score. Otherwise, the next highest scoring applicant shall undergo a suitability investigation.</p>
6/24/2024	“How long after the close of the application submission date will it take to find out if I am selected?”	The answer depends on how many applications are received. More information will be made available as the application submission date approaches.
7/16/2024	“I did not know this is a medical cannabis license application. Does this mean that the licensed facility will be able to convert to a dual medical/adult use license?”	White Pine County is not a Covered Jurisdiction as defined in SB277 Section 3(8)(a) and does not have local cannabis control measures which prohibit the operation of adult-use establishments in their local jurisdiction. Upon issuance of this license, the licensee would be issued a license with privileges and responsibilities for both medical and adult-use cultivation and/ or production.



7/16/2024	“I see that the application fee is \$5000 and non refundable but applicants do not need to identify a site prior to applying.”	Correct. The non-refundable application processing fee is \$5000 per license type. The applicant must select the jurisdiction for the cannabis establishment. White Pine County is the only jurisdiction offered for this licensing round. As stated in <a href="#">NCCR 5.037(6)(e)(2)</a> , once the applicant identifies the address, the applicant is limited to locations within said local jurisdiction pursuant to <a href="#">NRS 678B.500</a> .
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Payment of Fees		
Date	Question	Response
6/18/2024	“I understand there’s a non-refundable application processing fee. Since the CCB is limited on the number of licenses it may issue, what happens to my \$5,000 processing fee if I am not issued a cannabis establishment license?”	In the event that your establishment application is not selected for licensure, the non-refundable processing fee, as directed by NRS 678B.390, is retained to cover expenses to carry out Board duties, and then any excess is paid over to the State Treasurer to be deposited to the credit of the State Education Fund.
6/18/2024	“If I do not get selected in this application round, can the processing fee be applied towards a future application round?”	At this time, there has not been a determination on whether there will be any additional open application periods for White Pine County beyond this initial one. In the event that your application is not selected for licensure, the non-refundable processing fee, as directed by NRS 678B.390, is retained to cover expenses to carry out Board duties, and then any excess is paid over to the State Treasurer to be deposited to the credit of the State Education Fund.
6/18/2024	“I don't have a bank account. Will you take cash?”	Cash will not be accepted. ACH, cashier’s check, or money orders are the only acceptable methods of payment.
07/17/2024	“Is it possible to submit the electronic payment in advance of submitting the actual applications. In our experience, it takes between 3 & 4 business days for the electronic payment to clear. We would like to take those days to ensure our application is in order and would like to submit the electronic payment today if possible, to ensure that the payment clears by the deadline on Monday.”	<p>In order to remit payment online by ACH you must submit the application(s) in order to release an invoice for the fees due. You are correct that it may take 3-5 business days for our processor to clear and retrieve the payment from your financial institution. However, I wanted to clarify that the licensing round closes on Friday, July 26<sup>th</sup>, 2024, at 5:00 pm (PST). You also have the option to physically drop off payment to either of our offices in Nevada, one is in Carson City and the other is in Las Vegas, in the form of cashier’s check, money order. I have provided those addresses below. Again, the application must be submitted prior to dropping these payments off so that we have the proper invoice to apply those too. Payment must be submitted no later than July 26, 2024 at 5:00 p.m.</p> <p style="text-align: center;">Carson City Office: 3850 Arrowhead Dr, Carson City, NV 89706 Las Vegas Office: 700 E Warm Springs Rd, Ste 100, Las Vegas, NV 89119</p>



Agent Cards		
Date	Question	Response
6/10/2024	“How do I apply for an agent card?”	To apply for an agent card, visit <a href="https://aca-prod.accela.com/NVCCB">https://aca-prod.accela.com/NVCCB</a> or find a link to Accela by clicking on Industry Login at the top right of the CCB website ccb.nv.gov.
6/18/2024	“Who needs to apply for an agent card as part of the production license or cultivation license.”	For a video tutorial on “How to Apply for an Agent Card,” click the following link: <a href="https://www.youtube.com/watch?v=JV5E8JWP4Dk">https://www.youtube.com/watch?v=JV5E8JWP4Dk</a>  Each individual who is an owner, officer, or board member of a prospective Cannabis Establishment must possess an agent card corresponding to each license type sought. For instance, if seeking both a cannabis cultivation license and a cannabis production license, separate agent card applications must be submitted for each license type: one for cultivation and one for production. Cannabis Establishment (Cultivation or Production) agent card record numbers will be required fields in the Cannabis Establishment application.
6/10/2024	“Do we need our business license before getting the agent card?”	No. Although you will need to have the business registered with the Secretary of State in order to apply for the cannabis establishment license, applications for agent cards for the purpose of a White Pine cannabis establishment license can be submitted before getting a business license.  More information can be found via the “Preparing to Apply” worksheet and video found on our website at <a href="https://ccb.nv.gov/nevada-cannabis-program/#item-0">https://ccb.nv.gov/nevada-cannabis-program/#item-0</a> and then clicking on the “Medical Cannabis” link and scrolling down.
6/10/2024	“Are agent cards required to produce edible products?”	Yes. Anytime an employee, an owner, officer, board member, volunteer, or contractor wants to work or produce edibles within a production facility, an agent card is required to be on the premises.

Criteria of Merit		
Date	Question	Response
6/18/2024	“After I submit my application, if I find information that satisfies a criterion of merit, may I upload it to my submitted application if it is before the close of the application submission period?”	No. Once an application is submitted, no information can be added or deleted, except for payment information, even if the application submission period is still open. You may want to take a look at the “Criteria of Merit” worksheet on our website to get familiar with the requirements so that you can upload all required documents with your application submission.  The “Criteria of Merit” worksheet can be found on our website by clicking the link



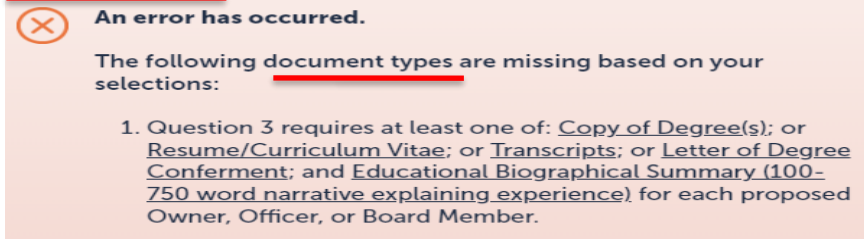
<https://ccb.nv.gov/nevada-cannabis-program/#item-0> and then clicking on the “Medical Cannabis” link and scrolling down.

7/22/2024

“I’m attempting to submit completed applications for Cultivation and Production for the open round in White Pine County and keep hitting errors that block submission and payment.”

The system will continue to return an error if the set of documents listed in the current error message (the pink graphic below) are not selected from the **document types** list in the upload section (the graphic with yellow highlights). Please be sure to select the correct set of **document types** to upload as specified in the error message.

**Document types required:**



**An error has occurred.**

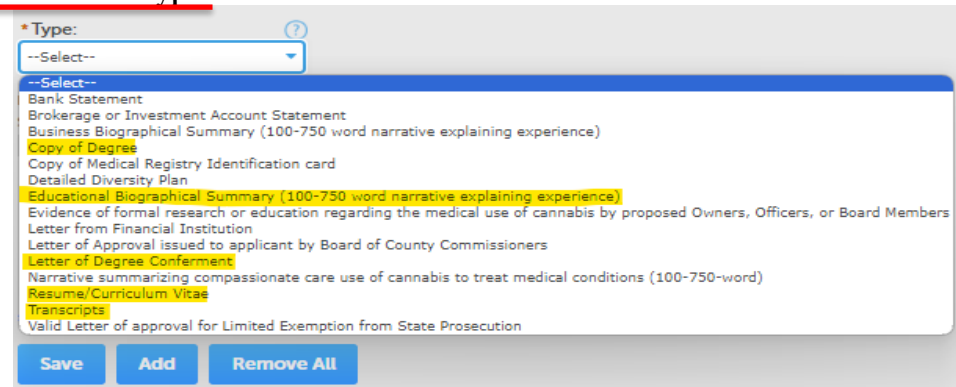
The following **document types** are missing based on your selections:

1. Question 3 requires at least one of: **Copy of Degree(s)**; or **Resume/Curriculum Vitae**; or **Transcripts**; or **Letter of Degree Conferment**; and **Educational Biographical Summary (100-750 word narrative explaining experience)** for each proposed Owner, Officer, or Board Member.

07/22/2024

“We are trying to submit our application for the White Pine County round. We keep getting an error message when trying to get past the screen that asks for the education of all owners/officers. We have submitted all of the requested documentation and keep getting an error message, can you help?”

**Document types to select from:**



\* Type:

- Select--
- Bank Statement
- Brokerage or Investment Account Statement
- Business Biographical Summary (100-750 word narrative explaining experience)
- Copy of Degree**
- Copy of Medical Registry Identification card
- Detailed Diversity Plan
- Educational Biographical Summary (100-750 word narrative explaining experience)**
- Evidence of formal research or education regarding the medical use of cannabis by proposed Owners, Officers, or Board Members
- Letter from Financial Institution
- Letter of Approval issued to applicant by Board of County Commissioners
- Letter of Degree Conferment**
- Narrative summarizing compassionate care use of cannabis to treat medical conditions (100-750-word)
- Resume/Curriculum Vitae**
- Transcripts**
- Valid Letter of approval for Limited Exemption from State Prosecution

Each Criterion of Merit question necessitates the upload of a specific 'Document Type' corresponding to the selected points. When reviewing each upload, the user should confirm the selection of the required 'Document Type'. Selecting any 'Document Type' not specified in the error message may result in continued errors until the correct 'Document Type' is chosen. When a 'Document Type' is inadvertently selected, the user should re-upload the document and select the correct 'Document Type' to resolve the error notification.